



SAFETY PROGRAM:

PERSONAL PROTECTIVE EQUIPMENT

7/1/98; Updated 10/29/2010

The Language Used In This Document Does Not Create An Employment Contract Between The Employee And The Agency. This Document Does Not Create Any Contractual Rights Or Entitlements. The Agency Reserves The Right To Revise The Content Of This Document, In Whole Or In Part. No Promises Or Assurances, Whether Written Or Oral, Which Are Contrary To Or Inconsistent With The Terms Of This Paragraph Create Any Contract Of Employment.

POLICY

Employees that work for the South Carolina Budget and Control Board (BCB or Board) shall wear approved Personal Protective Equipment (PPE) appropriate for and when exposed to various known existing or potential workplace hazards.

PROCEDURES

1. General:

- A. A job safety / hazard analyses (JSA) shall be conducted for each work process to identify workplace hazards. Suitable types of PPE for each identified workplace hazard are to be included in a BCB PPE Assessment. BCB Safety will assist teams conduct a JSA of their various work processes and will maintain the BCB PPE Assessment.
- B. PPE includes clothes and other equipment needed to protect the head, eye, face, arms, hand, legs, feet, and/or body from hazard exposure. PPE provided to and/or used by a BCB employee shall be appropriate to protect from the hazards involved, the weather, and work environment and for the duties performed. When hazards cannot be eliminated and are not adequately mitigated, appropriate PPE must be provided and used as it is the last form of employee protection. A work process may have multiple hazards that may require the employee to wear more than one type of PPE.
- C. Employees shall request PPE in accordance with this policy and team specific procedures.
- D. It is the employee's responsibility to select, fit and wear the available PPE appropriate for the hazard(s) of the job at hand.
- E. Caution should be used when wearing jewelry. Due to choking, amputation or shock hazards when working around moving, rotating or energized parts, jewelry such as rings and neck chains or other such jewelry shall not be worn.
- F. Visitors must also wear appropriate PPE when required. PPE will be provided to visitors that do not have appropriate PPE. Persons without appropriate PPE will be denied access until PPE is obtained and worn.

- G. To ensure the fullest protection, PPE must be kept in good condition. Employees shall report any PPE that is lost, damaged or that malfunctions to his/her Supervisor immediately for repair or replacement.

2. **Types of PPE:**

- A. **Protective Clothing** - Long and short sleeve uniform shirts and long pants are provided where deemed appropriate to protect the legs, arms and torso.
- 1) Employees shall wear long sleeves when performing work tasks that require protection of the skin as determined by the material safety data sheet (MSDS) and/or a JSA. Aprons, arm sleeves, leggings or chaps and coveralls are examples of other types of protective clothing that may also be warranted.
 - 2) Long pants shall be worn unless the team performs a JSA and obtains approval from BCB Safety, the Division Director and Human Resources to establish a policy that identifies specific job tasks for which short pants may be allowed.
 - 3) PPE clothing that is torn, loose or has cuffs is hazardous because it may get caught in rotating parts, and oily clothes may increase flammability. Turn in soiled or damaged uniforms as required for mending, replacement and laundering. Note: Proper laundering instructions of uniforms must be followed to ensure other clothing, i.e., at home, is not contaminated and to preserve protective properties such as fire resistance.
- B. **Foot Protection** - Approved safety shoes shall be worn to protect your feet when performing tasks as determined by the JSA. Refer to the Safety Footwear Policy.
- C. **Head Protection** - Hard hats shall be worn in all construction areas and any other designated locations such as where employees may strike their heads against fixed objects or who work below other workers and who are subject to dropped objects.
- D. **Eye and Face Protection** - Proper eye protection (safety glasses, safety goggles, chemical goggles, and/or face shields) shall be worn when the nature of the operation presents a potential eye or face injury. Examples of these hazards include but limited to flying objects, dust, hot or splashing metals, caustics or acids, and harmful rays such as from LASER tools. Refer to the Eye and Face Protection Policy and Welding Policy.
- E. **Hand Protection** - Appropriate gloves shall be worn when handling hazard such as but not limited to abrasive materials, heat or chemical products as determined by the MSDS and/or JSA. Gloves should be replaced when damaged or there are apparent signs of excessive wear. Refer to the guidance for selecting appropriate hand protection.
- F. **Respiratory Protection** - Approved respiratory equipment shall be worn when the worker is exposed to toxic chemicals, dusts, spray painting, or other inhalation hazards. Refer to the Respiratory Protection Policy.

3. **Training** – BCB Safety and Supervisors are responsible to ensure employees are fitted, as required, and know how to properly don, doff, maintain and store PPE. BCB Safety is to provide initial training through on-line courses and hands-on instruction as well as feedback during on the job observation.
4. **Enforcement** – Any employee who fails to wear PPE as required by this policy is subject to discipline by his/her Supervisor or management in accordance with the BCB Personnel Policy.